



GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions; updated pricing; and the option to create an electronic deliver order are available through the GSA Advantage menu-driven database system at GSAAdvantage.gov. Agencies can browse the RGA Web Site via the Internet at <http://www.rgaenv.com/>.

SUMMARY

Schedule Title: Environmental Consulting Services
Federal Supply Group Number: 899-1
Federal Supply Class Number: F999
Contract Number: GS-10F-114BA
Contract Period: March 14, 2014 through March 13, 2019
Contractor: Elvado Environmental LLC
9724 Kingston Pike, Suite 603
Knoxville, Tennessee 37922 6900
Business Size: Small, Disadvantaged, Woman-Owned
Telephone: 865.692.1956
FAX: 865.692.1958
Web Site URL: www.ElvadoLLC.com
Contract Administrator: Jill Mortimore
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COMPANY INFORMATION

Elvado Environmental LLC (Elvado) is a woman-owned small business enterprise with offices in Knoxville, Tennessee, and Albuquerque, New Mexico, which offers commercial, industrial, and governmental clients high-quality environmental planning and technical support services. We provide practical solutions to technical and regulatory challenges that help our clients reduce and contain compliance costs while fostering responsible and proactive environmental stewardship.

Incorporated in 2001, Elvado is led by three Principals, each with over 25 years of professional experience on a diverse range of environmental, geologic, and engineering projects for clients in Tennessee, Kentucky, North Carolina, and Texas. Our technical personnel have backgrounds in engineering (civil, environmental, and geotechnical), biology, geochemistry, geology, hydrogeology, data management, and compliance with state and federal environmental management regulations.

NICHE EXPERTISE

- Phase I/Phase II Environmental Site Assessments
- Environmental compliance management, facility inspections, and program audits
- RCRA hazardous waste evaluation and management, permitting, and regulatory compliance negotiations/public meetings
- Landfill siting, permitting, and monitoring
- Implementation, management, and optimization of long-term groundwater monitoring programs
- Custom SAS® database programming for environmental data management, verification/evaluation, and statistical analysis

CAPABILITY OVERVIEW

- Groundwater Technical Support
 - Groundwater contamination investigation and assessment
 - Reporting
 - Monitoring optimization
 - Quantitative evaluation of monitoring data
- RCRA regulatory compliance
 - Sampling and analysis plans
 - Waste characterization plans
 - Listed waste determinations
 - Permit applications and modifications
 - Closure of permitted facilities
 - Post-closure permit monitoring, compliance, and reporting
 - Analytical data review
 - Field inspections of staged waste
 - Presentations at public meetings
 - Permit record management
 - Negotiations with regulators
- CERCLA waste compliance
- Solid Waste Management
 - Waste handling plans
 - Waste profiles
 - Sampling and analysis plans
 - Special Waste Requests
 - Solid waste management plans
 - Solid waste characterization plans

SPECIAL ITEM NUMBER DESCRIPTION

The services include, but are not limited to: Planning and Documentation Services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates such as Executive Order 13423) in areas of chemical, radiological, and/or hazardous materials; ISO 14001 Environmental Management System (EMS) and sustainable performance measure development; Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation under the National Environmental Policy Act (NEPA); Endangered species, wetland, watershed, and other natural resource management plans; Archeological and/or cultural resource management plans; Environmental program and project management; Environmental regulation development; Economic, technical and/or risk analysis; other environmentally related studies and/or consultations; Homeland Security solutions that include Biochemical protection; Crime prevention through environmental design surveys (CPTED); Economical, technical and/or risk analysis; Identification and mitigation of threats inclusive of protective measures to mitigate the threats; and Vulnerability assessments. Compliance Services such as review, audit, and implementation/management of EMS and other compliance and contingency plans and performance measures; Permitting; Spill prevention/control and countermeasure plans; Pollution prevention surveys; and Community Right to-Know Act reporting. Advisory Services for ongoing advice and assistance with data and information in support of agency environmental programs involving areas such as Hazardous material spills; Material safety data sheets (MSDS), Biological/medical data sheets; Information hotlines; Poison control hotlines; Environmental regulations and environmental policy/procedure updates; Management, furnishing, or inventory of MSDS. Waste Management Consulting Services to provide guidance in support of waste-related data collection, feasibility studies and risk analyses; Resource Conservation and Recovery Act/Comprehensive Environmental Response Compensation and Liability Act (RCRA/CERCLA) site investigations; Hazardous and/or non-hazardous exposure assessments; Waste characterization and source reduction studies; Review and recommendation of waste tracking or handling systems; Waste management plans and/or surveys; Waste minimization/pollution prevention initiatives; and Review of technologies and processes impacting waste management.

CUSTOMER INFORMATION

1. *Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:*

SIN	Recovery	SIN Designation
899-1	899-1RC	Environmental Consulting Services

- 1b. *Government prices:* The lowest unit price, which applies to all geographic areas, is on page 5.
- 1c. *Labor Category Descriptions:* See Labor Category Descriptions on page 7
2. *Maximum Order:* \$1,000,000.00
3. *Minimum Order:* \$100.00
4. *Geographic Coverage (delivery Area):* Domestic only.

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Contact: Jill Mortimore
Telephone No.: 865.692.1956
Email: JMortimore@ElvadoLLC.com

5. *Point(s) of production (city, county, and state or foreign country):*

Corporate Headquarters	Branch Office
9754 Kingston Pike, Suite 603 Knoxville, Tennessee 37922	5016 Edwards NE Albuquerque, New Mexico 87111

6. *Discount from list prices or statement of net price:* Government net prices (discounts already deducted). See page 5.
7. *Quantity discounts:* 1% on all task orders at or above \$150,000.
8. *Prompt payment terms:* Net 30 days.
- 9a. *Notification that Government purchase cards are accepted up to the micro-purchase threshold:*
Yes
- 9b. *Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:* Will accept over \$2,500.
10. *Foreign items:* None.
11. *Time of Delivery:* Specified on the Task Order.
- 11a. *Standard Delivery:* Contact Contractor.
- 11b. *Expedited Delivery:* Contact Contractor.
- 11c. *Overnight and 2-day delivery:* Contact Contractor.
- 11d. *Urgent Requirements:* Contact Contractor.
12. *F.O.B Points(s):* Destination
- 13a. *Ordering Address(es):* Same as Contractor.
- 13b. *Ordering procedures:* For services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. *Payment address(es):* Same as company address.
15. *Warranty provision:* Contractor's standard commercial warranty.
16. *Export Packing Charges:* Not applicable.
17. *Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):* Contact Contractor
18. *Terms and conditions of rental, maintenance, and repair (if applicable):* Not applicable.
19. *Terms and conditions of installation (if applicable):* Not applicable.
- 20a. *Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):* Not applicable.

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- 20b. *Terms and conditions for any other services (if applicable):* Not applicable.
21. *List of service and distribution points (if applicable):* Not applicable.
22. *List of participating dealers (if applicable):* Not applicable.
23. *Preventive maintenance (if applicable):* Not applicable.
- 24a. *Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:*
 Not applicable.
- 24b. *If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/:* Not applicable.
25. *Data Universal Numbering System (DUNS) number:* 941996886
26. *Notification regarding registration in Central Contractor Registration (CCR) database:* Registered

LABOR CATEGORIES AND PRICING

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

Item	SIN	Awarded Labor Category	Min Edu	Min Exp	Site	Awarded Rates
1	899-1	Project Manager 5	Bachelors	20	Both	\$105.01
2	899-1	Project Manager 3	Bachelors	10	Both	\$83.46
3	899-1	Project Manager 2	Bachelors	5	Both	\$69.15
4	899-1	Project Manager 1	Bachelors	3	Both	\$58.96
5	899-1	Health & Safety Officer 5	Bachelors	20	Both	\$84.20
6	899-1	Health & Safety Officer 3	Bachelors	10	Both	\$63.73
7	899-1	Data Analyst/Programmer 3	Bachelors	10	Both	\$81.01
8	899-1	Data Analyst/Programmer 1	Bachelors	3	Both	\$55.01
9	899-1	CAD/GIS Designer 3	Associates	10	Both	\$70.38
10	899-1	CAD/GIS Designer 1	Associates	3	Both	\$49.40
11	899-1	Field Project Supervisor 2	High School	20	Both	\$69.14
12	899-1	Exec. Assistant/Technical Editor 2	High School	20	Both	\$57.39
13	899-1	Field Project Technician 3	High School	10	Both	\$48.62
14	899-1	Field Project Technician 1	High School	3	Both	\$33.93
15	899-1	CAD/GIS Technician 2	High School	5	Both	\$40.23
16	899-1	CAD/GIS Technician 1	High School	3	Both	\$32.81
17	899-1	Data Verifier/Validator 1	High School	3	Both	\$38.61
18	899-1	Administrative Assistant 3	High School	10	Both	\$46.16
19	899-1	Administrative Assistant 2	High School	5	Both	\$41.96
20	899-1	Administrative Assistant 1	High School	3	Both	\$34.41
21	899-1	Engineer 4	Bachelors	15	Both	\$98.74
22	899-1	Scientist 5	Bachelors	20	Both	\$95.46
23	899-1	Scientist 4	Bachelors	15	Both	\$82.74
24	899-1	Scientist 3	Bachelors	10	Both	\$71.99
25	899-1	Scientist 2	Bachelors	5	Both	\$61.38
26	899-1	Scientist 1	Bachelors	3	Both	\$54.49



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Service Contract Act (SCA) Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number	Revision County/State	Revision Number	Revision Date
Field Project Technician 3	30083 – Engineering Technician III	05-2493	Knox/TN	17	06/13/2012
Field Project Technician 1	30081 – Engineering Technician I	05-2493	Knox/TN	17	06/13/2012
CAD/GIS Technician 2	30062 – Drafter/CAD Operator II	05-2493	Knox/TN	17	06/13/2012
CAD/GIS Technician 1	30061 – Drafter/CAD Operator I	05-2493	Knox/TN	17	06/13/2012
Data Verifier/Validator 1	30081 – Engineering Technician I	05-2493	Knox/TN	17	06/13/2012
Administrative Assistant 3	01613 – Word Processor III	05-2493	Knox/TN	17	06/13/2012
Administrative Assistant 2	01612 – Word Processor II	05-2493	Knox/TN	17	06/13/2012
Administrative Assistant 1	01611 – Word Processor I	05-2493	Knox/TN	17	06/13/2012

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix and above. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

LABOR CATEGORY DESCRIPTIONS

Professional (Exempt) Job Positions

Labor Category and Level: **Project Manager 5**

Minimum Education: This position requires a minimum of a bachelor's degree in a business, scientific, or technical academic discipline awarded by an accredited public or private education institution.

Minimum Experience: This position requires a minimum of 20 years of professional experience (including executive business operations experience) in planning, organizing, directing, and managing capital improvement and/or environmental service projects, including projects having individual or combined budgets above \$1M.

Functional Responsibilities: The overall functional responsibility of this position is to provide senior-level project management expertise and leadership to support collaborative project teams working to effectively address technical issues and achieve project performance goals within the constraints of work scope, budget, and completion schedule.

Labor Category and Level: **Project Manager 3**

Minimum Education: This position requires a minimum of a bachelor's degree in a business, scientific, or technical academic discipline awarded by an accredited public or private education institution.

Minimum Experience: This position requires a minimum of ten years professional work experience in planning, organizing, directing, and managing capital improvement and/or environmental service projects, including projects having individual or combined budgets above \$250,000.

Functional Responsibilities: The overall functional responsibility of this position is to provide project management expertise and leadership to support collaborative project teams working to effectively address technical issues and achieve project performance goals within the constraints of work scope, budget, and completion schedule.

Labor Category and Level: **Project Manager 2**

Minimum Education: This position requires a minimum of a bachelor's degree in a scientific or technical academic discipline awarded by an accredited public or private education institution.

Minimum Experience: This position requires a minimum of five years professional work experience in planning, organizing, directing, and managing capital improvement and/or environmental service projects, including projects having individual or combined budgets above \$100,000.

Functional Responsibilities: The primary functional responsibility of this position is to provide project management expertise to support collaborative project teams working to effectively address technical issues and achieve project performance goals within the constraints of work scope, budget, and completion schedule.

Labor Category and Level: Project Manager 1

Minimum Education: This position requires a minimum of a bachelor's degree in a scientific or technical discipline awarded by an accredited public or private education institution.

Minimum Experience: This position requires a minimum of three years professional work experience in planning, organizing, directing, and managing capital improvement and/or environmental service projects, including projects having individual or combined budgets above \$25,000.

Functional Responsibilities: The primary functional responsibility of this position is to provide project management expertise and support for collaborative project teams working to effectively address technical issues and achieve project performance goals within the constraints of work scope, budget, and completion schedule.

Labor Category and Level: Engineer 4

Minimum Education/Training: This position requires a minimum of a bachelor's degree in an engineering discipline (civil, environmental, or geotechnical) awarded by an accredited public or private education institution.

Minimum Experience: This position requires a minimum of 15 years professional working experience in the engineering field (environmental, civil, geotechnical, and industrial), including Professional Engineer registration as required by law/regulation.

Functional Responsibilities: The primary functional responsibility of this position is to provide senior-level engineering expertise, oversight, and productive input on collaborative project teams working to effectively address technical issues and achieve project performance goals in an efficient, technically defensible, properly documented, and safe manner that is protective of the human health and the environment and is compliant with applicable federal, state, and local laws and regulations.

Labor Category and Level: Scientist 5

Minimum Education: This position requires a minimum of a bachelor's degree in a scientific or technical academic discipline awarded by an accredited public or private education institution.

Minimum Experience: This position requires a minimum of 20 years demonstrated professional work experience in the applicable scientific or technical discipline(s) associated with environmental investigation, restoration/remediation, monitoring, and regulatory compliance.

Functional Responsibilities: The overall functional responsibility of this position is to provide senior-level expertise and leadership to support collaborative project teams working to effectively address technical issues and achieve project performance goals in an efficient, technically defensible, properly documented, and safe manner that is protective of the environment and compliant with applicable federal, state, and local laws and regulations.

Labor Category and Level: Scientist 4

Minimum Education: This position requires a minimum of a bachelor's degree in a scientific or technical academic discipline awarded by an accredited public or private education institution.

Minimum Experience: This position requires a minimum of 15 years professional work experience in the applicable scientific or technical discipline(s) associated with environmental investigation, restoration/remediation, monitoring, and regulatory compliance.

Functional Responsibilities: The overall functional responsibility of this position is to provide senior technical expertise, oversight, and productive input on collaborative project teams working to address technical issues and achieve project performance goals in an efficient, technically defensible, properly documented, and safe manner that is protective of human health and the environment and is compliant with applicable federal, state, and local laws and regulations.

Labor Category and Level: Scientist 3

Minimum Education: This position requires a minimum of a bachelor's degree in a scientific or technical academic discipline awarded by an accredited public or private education institution.

Minimum Experience: This position requires a minimum of ten years professional work experience in the applicable scientific or technical discipline(s) associated with environmental investigation, restoration/remediation, monitoring, and regulatory compliance.

Functional Responsibilities: The overall functional responsibility of this position is to provide technical expertise, oversight, and productive input on collaborative project teams working to address technical issues and achieve project performance goals in an efficient, technically defensible, properly documented, and safe manner that is protective of human health and the environment and is compliant with applicable federal, state, and local laws and regulations.

Labor Category and Level: Scientist 2

Minimum Education: This position requires a minimum of a bachelor's degree in a scientific or technical discipline awarded by an accredited public or private education institution.

Minimum Experience: This position requires a minimum of five years professional work experience in the applicable scientific or technical discipline(s) associated with environmental investigation, restoration/remediation, monitoring, and regulatory compliance.

Functional Responsibilities: The primary functional responsibility of this position is to provide technical expertise and productive input on collaborative project teams working to address technical issues and achieve project performance goals in an efficient, defensible, properly documented, and safe manner that is protective of the environment and compliant with applicable federal, state, and local laws and regulations.

Labor Category and Level: Scientist 1

Minimum Education: This position requires a minimum of a bachelor's degree in a scientific or technical academic discipline awarded by an accredited public or private education institution.

Minimum Experience: This position requires three years professional work experience in the applicable scientific or technical discipline(s) associated with environmental investigation, restoration/remediation, monitoring, and regulatory compliance.

Functional Responsibilities: The primary functional responsibility of this position is to provide technical expertise and productive input on collaborative project teams working to effectively address technical issues and achieve project performance goals in an efficient, technically defensible, properly documented, and safe manner that is protective of the environment and compliant with applicable federal, state, and local laws and regulations.

Labor Category and Level: Health and Safety Officer 5

Minimum Education: This position requires a minimum of a bachelor's degree in a scientific or technical academic discipline awarded by an accredited public or private education institution.

Minimum Experience: This position requires a minimum of 20 years professional work experience involving compliance with Occupational Health and Safety Administration (OSHA) regulations applicable to the performance of environmental investigation, restoration/ remediation, and monitoring.

Functional Responsibilities: The overall functional responsibility of this position is to provide corporate workplace health and safety leadership and senior-level health and safety technical expertise and productive input on collaborative project teams working to effectively address technical issues and achieve project performance goals in an efficient manner that is protective of the human health and the environment and is compliant with OSHA regulations.

Labor Category and Level: Health and Safety Officer 3

Minimum Education: This position requires a minimum of a bachelor's degree in a scientific or technical academic discipline awarded by an accredited public or private education institution.

Minimum Experience: This position requires a minimum of ten years professional work experience involving compliance with OSHA regulations applicable to the performance of environmental investigation, restoration/remediation, and monitoring.

Functional Responsibilities: The overall functional responsibility of this position is to provide health and safety technical expertise, oversight, and productive input on collaborative project teams working to effectively address technical issues and achieve project performance goals in a safe and efficient manner that is protective of the human health and the environment and is compliant with OSHA regulations.

Labor Category and Level: Data Analyst/Programmer 3

Minimum Education: This position requires a minimum of a bachelor's degree in a scientific or technical academic discipline awarded by an accredited public or private education institution.

Minimum Experience: This position requires a minimum of ten years professional work experience involving the quantitative and qualitative analysis and evaluation, including custom computer programming, of field and laboratory data obtained for the purposes of environmental investigation, restoration/remediation, monitoring, and regulatory compliance.

Functional Responsibilities: The primary functional responsibility of this position is to provide data analysis/programming technical expertise, oversight, and productive input on collaborative project teams working to effectively address technical issues and achieve project performance goals in an efficient, technically defensible, properly documented, and safe manner that is protective of the environment and compliant with applicable federal, state, and local laws and regulations.

Labor Category and Level: Data Analyst/Programmer 1

Minimum Education: This position requires a minimum of a bachelor's degree in a scientific or technical academic discipline awarded by an accredited public or private education institution.

Minimum Experience: This position requires a minimum of three years professional work experience involving the quantitative and qualitative analysis and evaluation, including custom computer programming, of field and laboratory data obtained for the purposes of environmental investigation, restoration/remediation, monitoring, and regulatory compliance.

Functional Responsibilities: The primary functional responsibility of this position is to provide data evaluation/programming technical expertise and productive input on collaborative project teams working to effectively address technical issues and achieve project performance goals in an efficient, technically defensible, properly documented, and safe manner that is protective of the human health and the environment and is compliant with applicable federal, state, and local laws and regulations.

Labor Category and Level: CAD/GIS Designer 3

Minimum Education: This position requires a minimum of an associate's degree in a scientific or technical academic discipline awarded by an accredited public or private education institution.

Minimum Experience: This position requires a minimum of ten years professional work experience and demonstrated expertise in the use of commercial-grade computer aided design (CAD) and/or geographic information system (GIS) software.

Functional Responsibilities: The primary functional responsibility of this position is to provide CAD/GIS technical expertise, oversight, and productive input on collaborative project teams working to effectively address technical issues and achieve project performance goals in an efficient, technically defensible, properly documented, and safe manner that is protective of the human health and the environment and is compliant with applicable federal, state, and local laws and regulations.

Labor Category and Level: CAD/GIS Designer 1

Minimum Education: This position requires a minimum of an associate's degree in a scientific or technical academic discipline awarded by an accredited public or private education institution.

Minimum Experience: This position requires a minimum of three years professional work experience and demonstrated expertise in the use of commercial-grade CAD and/or GIS software.

Functional Responsibilities: The primary functional responsibility of this position is to provide CAD/GIS technical expertise, oversight, and productive input on collaborative project teams working to effectively address technical issues and achieve project performance goals in an efficient, technically defensible, properly documented, and safe manner that is protective of the human health and the environment and is compliant with applicable federal, state, and local laws and regulations.

Labor Category and Level: Field Project Supervisor 2

Minimum Education/Training: This position requires a minimum of a high school diploma (or General Equivalency Diploma) and certified completion of Occupational Safety and Health Administration (OSHA) 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training.

Minimum Experience: This position requires a minimum of 20 years professional working experience in the performance, implementation, and management of field investigations for environmental, engineering, decontamination/demolition, geologic, geophysical, geotechnical, hydrologic, biologic, or other scientific and technical purpose(s).

Functional Responsibilities: The primary functional responsibility of this position is to provide senior-level technical support and expertise in the implementation and management of field investigations to effectively achieve project performance goals in an efficient, technically defensible, properly documented, and safe manner that is protective of human health and the environment and is compliant with applicable federal, state, and local laws and regulations.

Labor Category and Level: Executive Assistant/Technical Editor 2

Minimum Education/Training: This position requires a minimum of a high school diploma (or General Equivalency Diploma).

Minimum Experience: This position requires a minimum of 20 years professional working experience providing administrative support involving the preparation, formatting, editorial revision, reproduction, and distribution of technical plans and reports, including business operations correspondence and related corporate marketing materials, and demonstrated proficiency in the use of commercial word processing, spreadsheet, document preparation/presentation, and internet/email software.

Functional Responsibilities: The primary functional responsibility of this position is to provide senior-level administrative support, oversight, and technical editing expertise on collaborative project teams working to effectively address technical issues and achieve project performance goals in an efficient, technically defensible, properly documented, and safe manner that is protective of the human health and the environment and is compliant with applicable federal, state, and local laws and regulations.

LABOR CATEGORY DESCRIPTIONS

Descriptions of Technical (Non-Exempt) Job Positions

Labor Category and Level: **Field Project Technician 3**

Minimum Education/Training: This position requires a minimum of a high school diploma or General Equivalency Diploma (GED) and certified completion of OSHA 40 hour HAZWOPER training.

Minimum Experience: This position requires a minimum of ten years professional working experience in the performance, implementation, and management of field investigations for environmental, engineering, decontamination/demolition, geologic, geophysical, geotechnical, hydrologic, biologic, or other scientific and technical purpose(s).

Functional Responsibilities: The primary functional responsibility of this position is to perform and/or directly supervise field investigations in accordance with the technical requirements specified in the project Sampling and Analysis Plan (SAP) and/or Work Plan, the current approved technical procedures for each applicable field work task/activity (including sample chain of custody), and the associated field associated quality assurance (QA)/quality control (QC) requirements, including field work documentation (logbook and/or form-based) and recordkeeping.

Labor Category and Level: **Field Project Technician 1**

Minimum Education/Training: This position requires a minimum of a high school diploma or GED and certified completion of OSHA 40 hour HAZWOPER training.

Minimum Experience: This position requires a minimum of three years professional working experience in the performance of field investigations for environmental, engineering, decontamination/demolition, geologic, geophysical, geotechnical, hydrologic, biologic, or other scientific and technical purpose(s).

Functional Responsibilities: The primary functional responsibility of this position is to perform field investigations that involve environmental media sampling (including building materials) in accordance with the requirements specified in the project SAP and/or Work Plan, the current approved technical procedures for each applicable task/activity (including the sample chain of custody procedure), and the associated field QA/QC requirements, including field work documentation (logbook and/or form-based) and recordkeeping.

Labor Category and Level: **CAD/GIS Technician 2**

Minimum Education: This position requires a minimum of a high school diploma or GED.

Minimum Experience: This position requires a minimum of five years professional work experience and demonstrated expertise in the use of commercial-grade computer aided design (CAD) and/or geographic information system (GIS) software.

Functional Responsibilities: The primary functional responsibility of this position is to provide CAD/GIS technical expertise, support, and productive input on collaborative project teams working to effectively address technical issues and achieve project performance goals in an efficient, technically defensible, properly documented, and safe manner that is protective of the human health and the environment and is compliant with applicable federal, state, and local laws and regulations.

Labor Category and Level: CAD/GIS Technician 1

Minimum Education: This position requires a minimum of a high school diploma or GED.

Minimum Experience: This position requires a minimum of three years professional work experience and demonstrated expertise in the use of commercial-grade CAD and/or GIS software.

Functional Responsibilities: The primary functional responsibility of this position is to provide CAD/GIS technical expertise, support, and productive input on collaborative project teams working to effectively address technical issues and achieve project performance goals in an efficient, technically defensible, properly documented, and safe manner that is protective of the human health and the environment and is compliant with applicable federal, state, and local laws and regulations.

Labor Category and Level: Data Verifier/Validator 1

Minimum Education: This position requires a minimum of a high school diploma or GED.

Minimum Experience: This position requires a minimum of three years professional working experience involving the verification of field and laboratory data for completeness, correctness, and conformance/compliance with applicable methods/procedures, quality assurance (QA)/quality control (QC) standards, and contractual requirements, and/or the validation of field and laboratory data to assign qualifier codes as necessary based on identified QA/QC deficiencies.

Functional Responsibilities: The primary functional responsibility of this position is to perform environmental monitoring data verification and validation and provide productive input on collaborative project teams working to effectively address technical issues and achieve project performance goals in an efficient, technically defensible, properly documented, and safe manner that is protective of the environment and compliant with applicable federal, state, and local laws and regulations.

Labor Category and Level: Administrative Assistant 3

Minimum Education: This position requires a minimum of a high school diploma (or GED).

Minimum Experience: This position requires a minimum of ten years professional working experience providing and directing administrative support involving the preparation, formatting, revision, reproduction, and distribution of technical plans and reports, including business correspondence and related corporate operations documents, and demonstrated proficiency in the use of commercial word processing, spreadsheet, document preparation/presentation, and internet/email software.

Functional Responsibilities: The primary functional responsibility of this position is to provide administrative expertise, oversight, and productive input on collaborative project teams working to effectively address technical issues and achieve project performance goals in an efficient, technically defensible, properly documented, and safe manner that is protective of the environment and compliant with applicable federal, state, and local laws and regulations.

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Labor Category and Level: Administrative Assistant 2

Minimum Education: This position requires a minimum of a high school diploma or GED.

Minimum Experience: This position requires a minimum of five years professional working experience providing administrative support involving the preparation, formatting, revision, reproduction, and distribution of technical plans and reports, including business correspondence and related corporate operations documents, and demonstrated proficiency in the use of commercial word processing, spreadsheet, document preparation/presentation, and internet/email software.

Functional Responsibilities: The primary functional responsibility of this position is to provide administrative expertise and productive input on collaborative project teams working to effectively address technical issues and achieve project performance goals in an efficient, technically defensible, properly documented, and safe manner that is protective of human health and the environment and is compliant with applicable federal, state, and local laws and regulations.

Labor Category and Level: Administrative Assistant 1

Minimum Education: This position requires a minimum of a high school diploma or GED.

Minimum Experience: This position requires a minimum of three years professional working experience providing administrative support, including experience in the preparation, formatting and presentation, and editorial correction/revision of technical plans and reports as well as business operations correspondence and related corporate administration materials.

Functional Responsibilities: The primary functional responsibility of this position is to provide administrative expertise and productive input on collaborative project teams working to effectively address technical issues and achieve project performance goals in an efficient, technically defensible, properly documented, and safe manner that is protective of human health and the environment and is compliant with applicable federal, state, and local laws and regulations.
